



## Formal Grievance Submission

*This template submission form is for guidance purposes only and may be changed to reflect the individual circumstances/needs of a case.*

**Please submit this form to your line manager, or your line manager's manager if they are the subject of your grievance.**

**In the event your grievance relates to the CEO, please refer your grievance to the Chair of The Board.**

**This should be submitted within 5 working days of the outcome of your informal grievance where applicable.**

<b>Complainant's name</b>	
<b>Complainant's department</b>	
<b>Complainant's job title</b>	
<b>Subject(s) of your grievance</b>	
<b>Is this your line manager?</b>	<b>Yes / No</b>
<b>Detail of the concern or complaint</b>	
This should include: <ul style="list-style-type: none"><li>• The facts of the case, with references (where possible) to dates, times and places and brief evidence to support</li><li>• You should keep your information succinct as this lends clarity to the matters to be addressed (max two sides of A4). Further relevant information can be sought as part of any investigation</li></ul>	
<b>Witnesses</b>	
<ul style="list-style-type: none"><li>• Please state the names of any witnesses to incidents or concerns and what aspects of your grievance they can comment on</li></ul>	
<b>Informal resolution</b>	
<ul style="list-style-type: none"><li>• Please state what steps you have taken to resolve your grievance informally, including mediation, and why the concern remains unresolved.</li></ul>	

**Applicable Policies**

- If known, please provide reference/details of any company policies for which your complaints/grievances have relevance.

**Resolution**

- Please state what remedy, outcome or resolution you are seeking

**Declaration:** I confirm the above statements are true to the best of my knowledge, belief and information

Signed:

Date:

Print name:

Contact details:

- email:
- phone: